

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A Registry

82-2746

FROM:

C/LSD/OL
3E14 Hqs.

EXTENSION

NO.

DATE 16 NOV 1982

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA
7D24 Hqs.

2.

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SECRET
S2-2746

16 November 1982

MEMORANDUM FOR: Administrative Officer, DCI
Chief, Administrative Group, DDI
✓ Executive Officer to the DDA
Special Support Assistant to the DDA
Chief, Administrative Staff, DDS&T

FROM:

[Redacted]

STAT

Chief, Logistics Services Division, OL

SUBJECT:

Official Transportation During
Snow Emergencies

1. The Logistics Services Division, Office of Logistics (OL/LSD), is currently in the process of updating its emergency transportation plan which is to be implemented in the event weather conditions render public transportation immobile. It is requested that a listing be submitted of essential individuals in your component who might require official transportation during snow emergencies. Also provide the name and home telephone number of your designated contact officer. In compiling this list, you should bear in mind that the resources available to LSD in terms of drivers and vehicles equipped to cope with extremely hazardous road conditions are severely limited and are subject to the same constraints that frequently immobilize other forms of transportation. You are urged, therefore, to limit your list to those individuals who are absolutely essential to the continuing operation of the Agency and live within the close vicinity of the Headquarters Building.

2. In the event that extreme weather conditions immobilize all other modes of transportation, you or your designated contact officer will be notified that the emergency transportation plan is being implemented. Accordingly, you should advise each individual on your list that it will become the responsibility of each person who requires transportation to contact this office on [Redacted] and request this service.

STAT

3. It is requested that your list, complete with name, title, address, and home telephone number, be forwarded to LSD by 17 December 1982.

STAT

[Redacted]

OL 2 5210